



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>7-14-72</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received <b>NOV 29 1972</b> Application No. <b>378</b> Date Completed <b>DEC 4 1972</b>					
2. Agency Application No. <b>MS 606</b>									
3. AGENCY, Division, Subdivision & Administering Office Address <b>State Merit System Examination Division 244 Washington St. S.W. Room 572 Atlanta, Georgia 30334</b>				4. Person to Contact <b>Frances C. Balkcom</b>					
				5. Working Title <b>Division Director</b>	6. Tel. No. <b>656-2720</b>				
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series <b>7/68 to date</b>		9. Exact Series Title <b>Examination Application File</b>							
10. What is the function of the office in which this record series is created?  These records accumulate as a result of administering a statewide program of Personnel Administration and are created as a result of <u>examining applicants</u> for positions to determine eligibility for employment, including scheduling examination, making reservations, making public announcements, providing place of examination, developing examinations, conducting tests, grading exams, notifying applicants, providing information to Personnel Transactions Division.									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  for (1) File relates to material accumulated as a result of applying admission to, and actually taking an examination for a Merit System position. (2) Included are: MS 10-5 Application form MS 20-3 Data processing code sheet MS 20-2 Machine graded answer sheets MS 21-2 Training and experience evaluation form Performance papers (3) Listed in alphabetical order by surname by fiscal year									
ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers		14	21			34	34		
Legal-size File Drawers		48	96	FLOOR SPACE OCCUPIED (Square Feet)		In Office(s) In Storage Area(s)			
						100			
				AVERAGE DAILY REFERENCES		This Year's	Last Year's	Preceding Year's	All Prior Years'
						250	100	.5	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ [ ]  
All examination material is classified
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]  
Vital information stored in applicants computer file
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]  
Applicants EDP file
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ [ ]  
Selected applicant EDP print-out and monthly official register print-out
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 26 months ~~years~~:

a. ☒ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Merit System Act (Act 12) , which has been superceded by Georgia Records Act of 1972

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [ ] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [ ] OTHER \_\_\_\_\_, then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

MS 10-5-Application Form- Cut off each fiscal year, hold in current files area 1 year, transfer to records center, hold 1 year; then destroy

MS 20-3-Data Processing Code Sheet

MS 20-2-Answer Sheet

MS 21-2-Training & Evaluation Performance Papers

Cut off each 2 months, transfer to records center; hold 22 months then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William E. Albright</i>	11/28/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>William E. Albright</i>	11/28/72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		
	State Auditor/Designee	<i>William M. Dixon</i>	11-29-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		
	Secretary of State/Designee	<i>Carroll Hart</i>	11-29-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		
	Attorney General/Designee	<i>R. B. Shell</i>	12-1-72
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved		

STATE RECORDS  
COMMITTEE